

PERSONNEL ANALYST

PURPOSE: To ensure a high-quality workforce by providing professional services in the functional areas of human resource management, including recruitment, assessment and selection; classification and compensation; labor relations; and training and development.

FUNCTIONAL AREAS:

1. Plan, develop, and apply assessment procedures in the areas of recruitment, selection, classification, compensation, performance appraisal, training, or other areas of personnel administration using professionally accepted methods and standards and within legal constraints.
 - * A. Collect, verify, and document job-related data using various job analysis methodologies for the purpose of developing job descriptions and determining job specifications.
 - * B. Write detailed descriptions of work behaviors and task statements and organize them into functional areas or larger occupational inventories.
 - * C. Determine and operationally define knowledges, skills, abilities and traits critical to performance of specified work behaviors and tasks so that they may be measured, scaled, and documented.
 - D. Develop and maintain a city-wide data bank of tasks and knowledges, skills, abilities, and traits to enable analysis and comparison of jobs.
 - * E. Develop and apply assessment procedures based on job analysis information and related knowledges, skills, abilities and traits including determining appropriate methods of scaling.
 - * F. Establish cut points (including minimum qualifications), determine the appropriate weights for selection assessments (and their subparts), and make decisions to accept or reject applicants.
 - G. Apply appropriate forecasting models to the areas of employee selection and compensation.
 - H. Determine compensation markets and conduct compensation surveys.
 - * I. Conduct studies to determine the reliability and validity of various assessment instruments.
 - * J. Coordinate administrative and clerical procedures for the scoring, interpretation, and reporting of selection assessments.
2. Assist with the management of specific functional areas of the Human Resources Division and coordinate special projects and studies.
 - * A. Analyze activities, interpret policies and procedures, resolve problems, and provide technical assistance within a functional area of personnel administration.
 - * B. Identify alternative policies and procedures within an area of personnel administration.
 - * C. Consult with legal staff and regulatory agencies to ensure compliance with regulations affecting the area of assignment.
 - * D. Develop methods, procedures, work plans, timetables, and staffing plans and coordinate staffing for special projects.

- E. Monitor project budgets and recommend changes to such budgets to management.
 - * F. Confer with project personnel to provide technical advice and to assist in solving problems.
3. Perform other related duties as assigned.
- * A. Maintain liaison with operating departments and employee groups.
 - B. Assist in the review of technical work of trainees for the purpose of recommending corrections or revisions.
 - C. Direct the activities of trainees on specific assignments or within an area of technical expertise.
 - * D. Act on behalf of management (as assigned) in making public presentations, providing input to policy making bodies, or on other related matters.
 - * E. Testify at hearings on matters related to specific assignments, or in an area of technical expertise.
 - F. Conduct exit interviews and coordinate other matters related to employee separations or reductions in force.
 - * G. Represent the employer on intergovernmental committees and task forces, or perform service for other agencies as assigned by the employer.
 - H. Perform other related work as assigned.

JOB REQUIREMENTS

Education and Experience Requirements

- ◆ A. Possession of a bachelor's degree in a research-based or measurement-based field such as industrial psychology, vocational rehabilitation, experimental psychology, social science research, or personnel administration; plus one (1) year of verifiable experience which demonstrates possession of the knowledge and abilities listed below; or
- ◆ B. A combination of verifiable education and experience which is determined to be equivalent.

Knowledge Requirements

- ◆ A. Knowledge of descriptive statistics including measurements of central tendency, measurements of dispersion, frequency distributions, and data arrays, histograms, and graphs.
- ◆ B. Knowledge of inferential statistics including probability, estimation, hypothesis testing, analysis of variance, regression and correlation analysis.
- ◆ C. Knowledge of methods associated with applying descriptive and inferential statistics including scaling, measurement, questionnaire design, sampling theory, and basic research design.
- ◆ D. Considerable knowledge of job analysis and job classification techniques and procedures.

- ◆ E. Considerable knowledge of test validation procedures.
- ◆ F. Knowledge of the American Psychological Association's standards for educational and psychological testing.
- ◆ G. Knowledge of the Equal Employment Opportunity Commission (EEOC) Uniform Guidelines on Employee Selection Procedures.
- ◆ H. Knowledge of the Americans With Disabilities Act (ADA) as it pertains to accommodation in recruitment, assessment and selection.
- ◆ I. Knowledge of the principles and practices of public administration and personnel management.

Ability Requirements

- ◆ A. Ability to communicate logically, persuasively, and accurately in oral and written forms.
 - ◆ B. Ability to communicate on a one-to-one basis or before groups for the purpose of obtaining or providing information.
 - ◆ C. Ability to work independently and complete assignments from minimal information or under general instructions.
 - ◆ D. Ability to work under pressure of time and conflicting demands.
 - ◆ E. Ability to work effectively with co-workers, supervisors, employees of various ranks, and citizens.
 - ◆ F. Ability to read and comprehend complex materials, often involving legal and technical matters in which the individual has little background or knowledge.
 - ◆ G. Ability to use a personal computer and associated applications software.
 - ◆ H. Ability to transport, usually by lifting and carrying, materials weighing up to 25 pounds per load for civil service testing and presentations.
 - ◆ I. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - ◆ J. Ability to attend work on a regular basis.
- * Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

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